



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 12-125**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Client Systems Craftsman	AFSC: 3D171	OPEN DATE: 25 SEPTEMBER 2012	CLOSE DATE: 25 OCTOBER 2012
UNIT OF ACTIVITY/DUTY LOCATION: 176th Communications Flight, Joint Base Elmendorf Richardson, Alaska		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: CMSgt Schaefers	VACANCY: 0959746	PHYSICAL PROFILE: PULHES – 333233	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)
Area 2 Alaska Air National Guard members (**MUST HOLD ADVERTISED AFSC**)
Area 3 Nationwide (Military members eligible for membership in to the AKANG & **MUST HOLD ADVERTISED AFSC**)
All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Perform client-level information technology support functions. Manage hardware and software
- Perform configuration, management, and troubleshooting. Remove and replaces components and peripherals to restore system operation
- Install and configure software operating systems and applications
- Provide service to end-users for operation, restoration, and configuration of information systems
- Report security incidents and executes corrective security procedures
- Perform client-level voice network functions
- Perform configuration, management to include adds, moves, changes and troubleshooting
- Plan, schedule, and implement installation and maintenance functions associated with voice systems
- Remove and replace telephone instruments. Report security incidents and executes corrective security procedures
- Perform client-level Personal Wireless Communication Systems (PWCS) functions
- Manages hardware, software and Controlled Cryptographic Items (CCI). Perform configuration, management, and troubleshooting
- Plan, schedule, and implement installation and maintenance functions associated with PWCS
- Remove and replace components and peripherals to restore system operation
- Report security incidents and execute corrective security procedures. Report spectrum interference incidents
- Plan, organize and direct sustainment activities
- Establish work standards, methods and controls for preventative, scheduled, and unscheduled maintenance actions
- Determine extent and economy of repair of malfunctioning equipment
- Ensure compliance with technical data, instructions, and work standards
- Develop and enforce safety standards. Interpret malfunctions and prescribe corrective action
- Serve on, or direct inspection teams organized to evaluate base or command sustainment programs
- Manage, or perform research and development projects for assigned systems
- Coordinate and document repairs. Manage, administer, control, and evaluate contracts
- Manage, supervise, and perform planning and implementation activities
- Manage implementation and project installation and ensures architecture, configuration, and integration conformity
- Develop, plan, and integrate base communications systems
- Serve as advisor at meetings for facility design, military construction programs and minor construction planning
- Evaluate base comprehensive plan and civil engineering projects. Monitor status of base civil engineer work requests
- Perform mission review with customers. Control, manage, and monitor project milestones and funding from inception to completion
- Determine adequacy and correctness of project packages and amendments. Monitor project status and completion actions
- Manage and maintain system installation records, files, and indexes
- Evaluate contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – ELECTRICAL - 60
- STRENGTH APTITUDE - Demonstrated by weight lift of 50 LBS
- AFSC not open to non-United States Citizens. AFSC identified is open to United States nationals
- Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*

PREFERRED QUALIFICATIONS

- Knowledge of: IT fundamentals, test equipment, special tools, maintenance, management, and security practices is mandatory
- Experience performing or supervising functions such as client systems support and management of information systems
- Hold a current A+ certification or higher

See page 2 for All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** Items 1-11 are **required** by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. CURRENT AGR/Mobility/ADSW Orders (If applicable)
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Cover Letter & Resume
8. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Certification certificates (If applicable)
12. Letters of Recommendation will be accepted

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.